

C.I.G. Administrative Instructions

RESTRICTED

RESTRICTEDCENTRAL INTELLIGENCE ~~AGENCY~~ AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
MEMORANDUM/
NUMBER [REDACTED]

11 March 1947

STATINTL

SUBJECT: Allotment and Control of CIG Funds

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. GENERAL

The Finance Division, Personnel and Administration Branch, is responsible to the Director of Central Intelligence for the financial control of all CIG appropriated funds in accordance with statutory requirements. The Finance Division will prepare and submit all required financial statements to proper agencies of the Government.

2. BASIS OF ALLOTMENT

a. The Chief, Finance Division, will, after consultation with Assistant Directors and Chiefs of Staff Sections, determine, within budgetary limitations, the routine fiscal needs of each Office or Staff Section that will enable these units to carry out functions assigned by the Director of Central Intelligence. After this determination, the Chief, Finance Division, will allot funds to each activity on a quarterly basis.

b. Funds for projects requiring action of the Projects Review Committee will be allotted in accordance with the provisions of CIG Administrative Order [REDACTED] "Establishment of Projects Review Committee", dated 25 October 1946.

3. ALLOTMENT ACCOUNT PROCEDURES

a. The Chief, Finance Division, will furnish each Assistant Director or Chief of Staff Section with an allotment authorization for his activity. This authorization will include amount of funds authorized for each purpose (personal services, travel, equipment, supplies, communications, etc.) and the allotment account number.

b. Administrative actions such as requests for supplies, travel, personnel actions, etc., which involve expenditure of funds will include the allotment account number of the activity making the request.

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STATINTL

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

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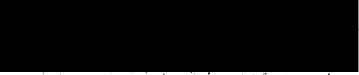
c. The Chief, Finance Division, will, on a monthly basis, inform each activity of the status of its allotment account. This report will include amount allotted, obligations and expenditures to date, and remaining unobligated balances.

4. INCREASED ALLOTMENTS

Requests for increases in quarterly allotments (Par. 2a above) will be submitted through the Chief, Finance Division, to the Director of Central Intelligence for approval. This request will include the necessary justification for such increases.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.

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